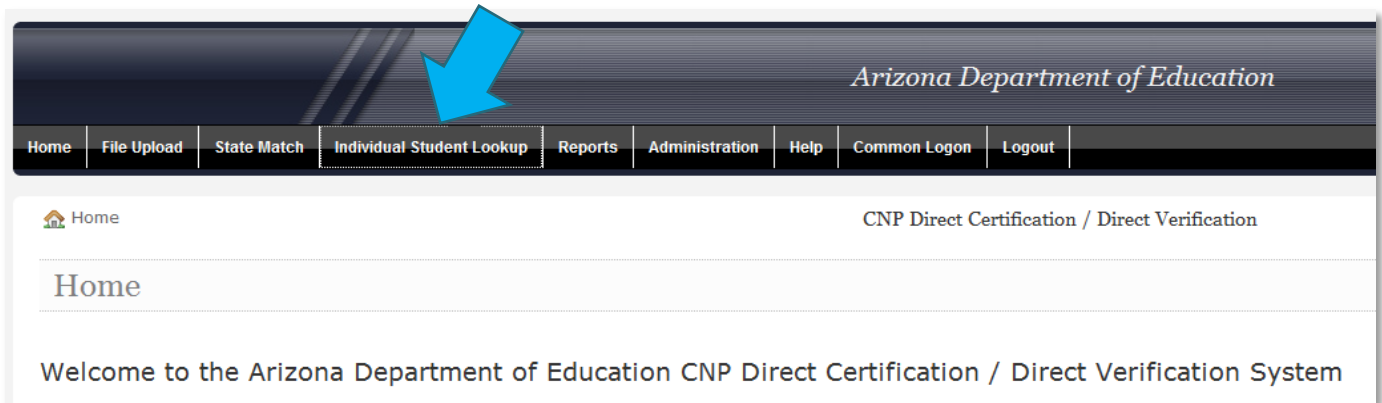


# DIRECTLY VERIFYING INCOME AND FOSTER APPLICATIONS

## PHASE 3: VERIFY

Begin by clicking on the Individual Student Lookup tab



Arizona Department of Education

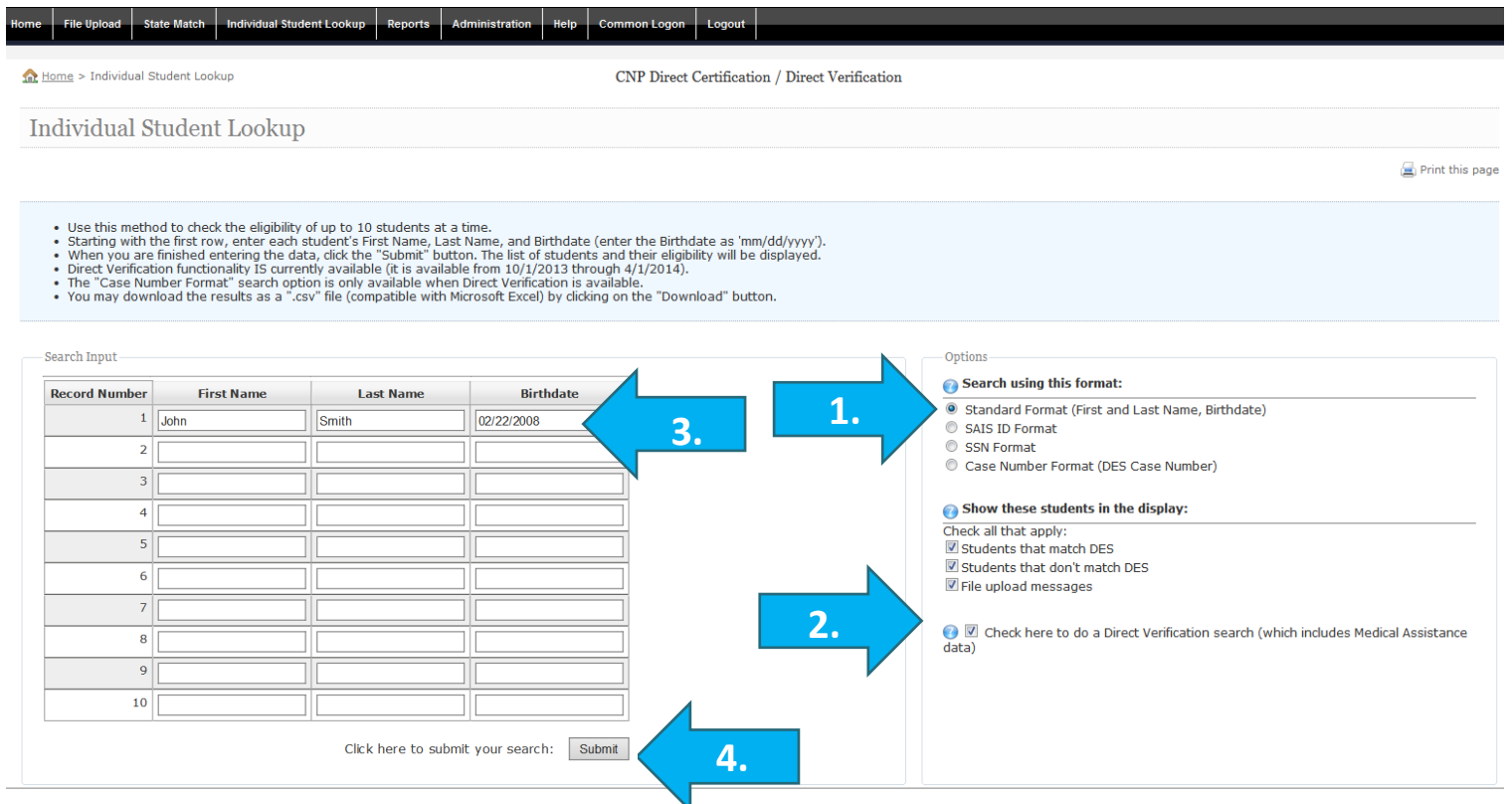
Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Logon | Logout

Home CNP Direct Certification / Direct Verification

Home

Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System

1. Choose to search using the format: **Standard Format (First and Last Name, Birthdate)**
2. Choose to display students: “Students that match DES”, “Students that don’t match DES”, and “Check to do a Direct Verification search”.
3. Enter the student’s first name, last name, and birthdate. *(You may enter up to 10 students at a time)*
4. Click Submit



Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Logon | Logout

Home > Individual Student Lookup CNP Direct Certification / Direct Verification

### Individual Student Lookup

[Print this page](#)

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's First Name, Last Name, and Birthdate (enter the Birthdate as 'mm/dd/yyyy').
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 10/1/2013 through 4/1/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	First Name	Last Name	Birthdate
1	John	Smith	02/22/2008
2			
3			
4			
5			
6			
7			
8			
9			
10			

Click here to submit your search:

Options

**Search using this format:**

- ☒ Standard Format (First and Last Name, Birthdate)
- ☐ SAIS ID Format
- ☐ SSN Format
- ☐ Case Number Format (DES Case Number)

**Show these students in the display:**

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

☒ Check here to do a Direct Verification search (which includes Medical Assistance data)

## Results

Processed as:	Standard		
Prepared by:	IntQA1_1 User1	Date Prepared:	9/22/2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

Click here to download your results: 

Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	Upload Message
1	Joe	Smith	12/01/2013	Match		Y						

Print Results page.

## Understanding the Results

If the child has a match in the column DES Results column, identify what the category the child matched in.

### Match:

- SNAP/TANF/FDPIR/MA: If any child resulted in a “Match” in the SNAP, TANF, FDPIR or MA column– Verification is considered complete and you do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
- FOSTER/MIG: If any child resulted in a “Match” in either the Foster or Migrant column– Verification is considered complete for only the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the SFA must then contact the household to verify those children.

If Verification results in higher benefits for example a child who is moved from the reduced price to free category, the change is effective immediately and must be implemented no later than three operating days from the date Verification was completed. Parents should be promptly notified through whatever channels the LEA uses to notify the household of approval for benefits.

**No Match:** If none of the enrolled children in the household match, Verification is NOT complete and the SFA must continue to verify the application. A “No Match” means the child in the household is not recognized by the Direct Verification system. At this time do not change benefits.

*Best Practice: Continue to search by SAIS ID or by Social Security Number by using the same steps and choosing “SAIS ID Format” or SSN Format”.*